

Cohorts Follow Up

MAERS Development Team

Cohorts



Cohorts

Cohort Notes:

2012 Michigan Adult Education Performance Benchmarks

	BENCHMARK
STATEWIDE	
ABE Beginning ABE Literacy	42.00%
ABE Beginning Basic Education	38.00%
ABE Low Intermediate Basic Ed.	38.00%
ABE High Intermediate Basic Ed.	31.00%
ASE Low Adult Secondary Education	31.00%
ASE High Adult Secondary Education	.00%
ESL Beginning ESL Literacy	60.00%
ESL Low Beginning ESL	68.00%
ESL High Beginning ESL	60.00%
ESL Low Intermediate ESL	54.00%
ESL High Intermediate ESL	54.00%
ESL Advanced ESL	55.00%
COHORT Entered Employment	30.00%
COHORT Retained or Improved Employment	50.00%
COHORT Obtained GED or HSD	54.00%
COHORT Entered Postsecondary Educ./Training	17.00%

Cohorts

Webster defined:

co·hort *noun* \ 'kō-,hōrt \

a : one of 10 divisions of an ancient Roman legion

b : a group of warriors or soldiers

c : band, group

***d* : a group of individuals having a statistical factor (as age or class membership) in common in a demographic study <a cohort of premedical students>**

Cohorts



Cohort Fun Facts:

- The National Reporting System (NRS) requires that states report on the follow up measures of entered and retained employment, attainment of a secondary credential and entry into postsecondary education or training for adult education participants.
- Beginning in Program Year 2012, the NRS requires states to automatically report the follow up measures for all students who meet certain criteria for each measure. This ***automatic Cohort designation*** will vary according to each follow up measure.
- Follow Up is no longer determined by selected goals. Goals are for service planning only.
- Cohorts are now based on the following:
 - ✓ Participant's labor and educational status at registration, which should be updated yearly
 - ✓ Participant's educational status at exit
- Participant completes the ALP $+$ the information is entered into MAERS $=$ **MAERS determines the designated Cohorts automatically**

Cohorts

2 Types of Cohorts:

1. Educational Cohorts

- a) Obtain GED
- b) Obtain HSD
- c) Post Secondary Education



2. Employment Cohorts

- a) Obtain Employment
- b) Retain Employment



Cohorts

Educational Cohorts:

Educational Cohorts are determined by —

- Participant's Educational Status at Entry

*Note: If a Participant's registration continues across program years, the # of **Transferrable Credits Previously Earned** should be updated yearly at registration for all Participants in the HSD Instructional Area*

and/or

- Participant's Educational Status at Exit

Cohorts

Educational Cohorts:

Obtain GED Cohort – Determined after Exit by completing the **General** tab in the Follow Up screen. This required question must be answered for every participant regardless of their course of instruction.

General

General Data

⇒ Participant took all 5 GED tests?:

Did the Participant stop attending classes for any reason?:

- If **No** is selected, then the Participant is not in the GED Cohort
- If **Yes** is selected, then the Participant is automatically placed in the GED Cohort

If yes, why did the Participant stop attending?:

Warning: System accepts up to 400 characters only (about 5 sentences)

Has the Participant re-enrolled in adult education classes?: ☐

If yes, what is the name of the school?:

Suggestions and Status

Did the Participant have any suggestions for improvement?:

Warning: System accepts up to 400 characters only (about 5 sentences)

Overall Status: No NRS Follow Up is required for this participation

Click **Update** after selecting **No** or **Yes** to the GED question

Cohorts

Educational Cohorts:

Obtain GED Cohort cont. – If *Yes* is selected on the **General** tab, the Participant is automatically placed in the GED Cohort. After clicking *Update*, an **Obtain GED** tab displays in the Participant's Follow Up screen.

General **Obtain GED**

Obtain a GED Follow Up Data

Unable to Contact Participant after four attempts ? : ☐

Refused to Participate in survey ? : ☐

Did the Participant obtain their GED?:

Date Participant was contacted:

Date Participant obtained their GED:

[« Prev Tab](#)

Cohorts

Educational Cohorts:

Obtain HSD Cohort – Determined at registration on the **Credits/Tests** tab. Once the **% of Completion** is displaying 50% or more, the Participant will automatically be placed in the HSD Cohort at exit.

Personal	Demographic	Entry Status	Instr. Areas	Credits/Tests	Goals	Funding	Other									
<table border="1"><thead><tr><th colspan="3">High School Diploma Credits</th></tr><tr><th># of Transferrable Credits Previously Earned</th><th># of Credits Required for Completion</th><th>% of Completion</th></tr></thead><tbody><tr><td>⇒ 11</td><td>⇒ 20</td><td>55.00%</td></tr></tbody></table>								High School Diploma Credits			# of Transferrable Credits Previously Earned	# of Credits Required for Completion	% of Completion	⇒ 11	⇒ 20	55.00%
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<p>The High School Diploma Credits information is required if the Participant is in the HSD Instructional Area. These credits should be updated yearly.</p> <table border="1"><thead><tr><th>Registered By</th><th>Registration Provider</th></tr></thead><tbody><tr><td>SUE JOHNSON (JOHNSONS29)</td><td>JOHNSON AE (Code: JOHNSON2)</td></tr></tbody></table> <p>Update Reset Form Update and Enter Assessment Cancel</p> <p>« Prev Tab Next Tab »</p>								Registered By	Registration Provider	SUE JOHNSON (JOHNSONS29)	JOHNSON AE (Code: JOHNSON2)					
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Once 50% or more displays, the Participant will automatically be placed in the HSD Cohort upon program exit.

Cohorts

Educational Cohorts:

Obtain HSD Cohort cont. – Once the **% of Completion** is at 50% or higher, the Participant is automatically placed in the HSD Cohort. An Obtain HSD tab displays in the Participant's Follow Up screen once the Participant is program exited.

General **Obtain HSD**

Obtain a High School Diploma Follow Up Data

Unable to Contact Participant after four attempts ? : ☐

Refused to Participate in survey ? : ☐

Did the Participant obtain their HSD?:

Date Participant was contacted:

Date Participant obtained their HSD:

« Prev Tab

Cohorts

Educational Cohorts:

Postsecondary Education Cohort – This Cohort can be determined by either the educational Status at Entry or by the secondary credential obtainment from the Follow Up completed after Exit:

- **Status at Entry** - Determined at registration on the **Entry Status** tab. If the Participant has already earned a GED or HSD prior to program entry they will automatically be placed in the Postsecondary Cohort.
- **Status at Exit** – Determined after Program Exit if a secondary credential is obtained while enrolled in the program.

Cohorts

Educational Cohorts:

Postsecondary Education Cohort cont. – Status at Entry : Determined at registration on the **Entry Status** tab. If the Participant has already earned a GED or HSD prior to program entry they will automatically be placed in the Postsecondary Cohort at Program Exit.

Personal	Demographic	Entry Status	Instr. Areas	Credits/Tests	Goals	Funding	Other				
<p>⇒ Highest Educational Level or Degree Attained: <input type="text"/></p> <p>⇒ U.S. Based Education?: <input type="text"/></p> <p>⇒ Receiving Public Assistance: <input type="text"/></p> <p>Disabled: <input type="text"/></p> <p>⇒ Living in a Rural Area: <input type="text"/></p> <p>⇒ Low Income: <input type="text"/></p> <p>⇒ Displaced Homemaker: <input type="text"/></p> <p>⇒ Single Parent: <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>⇒ Dislocated Worker: <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Learning Disabled: <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>⇒ Labor Status: <input type="text"/></p> <p>Hourly Wage at Intake: <input type="text"/></p> <table border="1"><thead><tr><th>Registered By</th><th>Registration Provider</th></tr></thead><tbody><tr><td>DEAN A SMITH (SMITHD99)</td><td>ABC LEARNING (Code: 950102)</td></tr></tbody></table> <p><input type="button" value="Update"/> <input type="button" value="Reset Form"/> <input type="button" value="Update and Enter Assessment"/> <input type="button" value="Cancel"/></p> <p>« Prev Tab Next Tab »</p>								Registered By	Registration Provider	DEAN A SMITH (SMITHD99)	ABC LEARNING (Code: 950102)
Registered By	Registration Provider										
DEAN A SMITH (SMITHD99)	ABC LEARNING (Code: 950102)										

If either the **HSD** or **GED** is selected as the **Highest Educational Level or Degree Attained**, the Participant will automatically be placed in the Postsecondary Cohort.

Cohorts

Educational Cohorts:

Postsecondary Education Cohort cont. – *Status at Exit*: Determined after Program Exit during the Follow Up process. If Follow Up for GED or HSD is required and it is indicated the credential is obtained while enrolled, then the Participant is automatically placed in the Postsecondary Cohort.

The screenshot shows a web form titled "Obtain a High School Diploma Follow Up Data". It has two tabs: "General" and "Obtain HSD". The form contains the following fields and controls:

- Unable to Contact Participant after four attempts?: ☐
- Refused to Participate in survey?: ☐
- Did the Participant obtain their HSD?: Yes
- Date Participant was contacted: 06/05/2013
- Date Participant obtained their HSD: 06/01/2013
- Buttons: « Prev Tab, Update, Reset Form, Cancel

Red annotations with arrows point to the form elements:

- An arrow points from the text "Click **Update** after completing the information above" to the **Update** button.
- Three arrows point from the text "If **Yes** is selected, the Participant will automatically be placed in the Post-Secondary Cohort once the **Update** button is clicked." to the "Did the Participant obtain their HSD?: Yes" dropdown, the "Date Participant was contacted" field, and the "Date Participant obtained their HSD" field.

Cohorts

Educational Cohorts:

Postsecondary Education Cohort cont. – If the Participant already has a credential at program entry or if the Obtain GED or Obtain HSD show a positive attainment in Follow Up, the **Post Sec. Educ.** tab displays in the Participant's Follow Up screen.

General Obtain HSD **Post Sec. Educ.**

Enter Post Secondary Education Follow Up Data

Unable to Contact Participant after four attempts ? : ☐

Refused to Participate in survey ? : ☐

Did the Participant enroll in a college or vocational educational program?:

Date Participant was contacted:

If the Participant enrolled in a Postsecondary Program, please enter the school information:

Date Participant was enrolled in a college or vocational educational program since completing their classes:

School Name:

Address1:

Address2:

City:

State:

Zip:

Contact Name:

Contact Phone:

Alternate Contact Name:

Alternate Contact Phone:

[« Prev Tab](#)

Cohorts

Educational Cohorts:

Postsecondary Education Year #2 Cohort – If **No** is selected for the Post Sec. Educ. Follow Up or the Participant was unable to be contacted through October 25th following the Program Year ending June 30th, then a second Follow Up on Postsecondary Education is required the next Program Year.

General **Obtain HSD** **Post Sec. Educ.**

Enter Post Secondary Education Follow Up Data

Unable to Contact Participant after four attempts?: ☐

Refused to Participate in survey?: ☐

Did the Participant enroll in a college or vocational educational program?:

Date Participant was contacted: 06/30/2013

If the Participant enrolled in a Postsecondary Program, please enter the school information:

Date Participant was enrolled in a college or vocational educational program since completing their classes:

School Name:

Address1:

Address2:

City:

State:

Zip:

Contact Name:

Contact Phone:

Alternate Contact Name:

Alternate Contact Phone:

Click **Update** after completing the information above

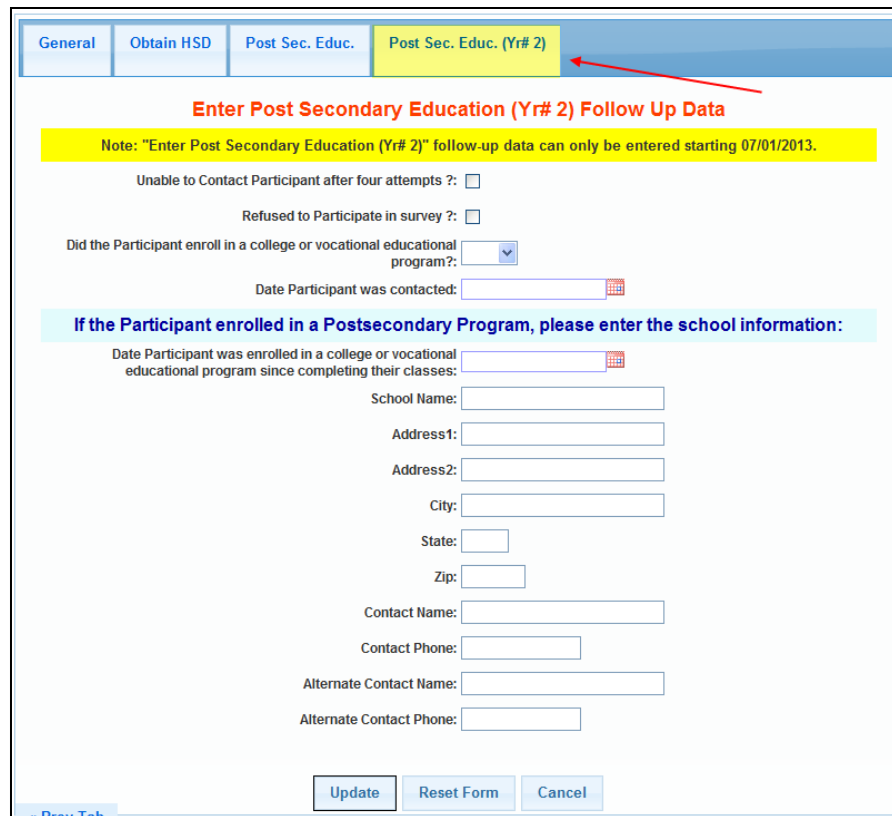
Update **Reset Form** **Cancel**

[# Prev Tab](#)

Cohorts

Educational Cohorts:

Postsecondary Education Year #2 Cohort cont. – If Post Sec. Educ. is not attained or the participant was unable to be contacted, then the Participant is automatically placed in the Post Sec. Educ. (Yr# 2) Cohort to be followed up on within the next Program Year.



The screenshot shows a web form with a tabbed interface. The tabs are 'General', 'Obtain HSD', 'Post Sec. Educ.', and 'Post Sec. Educ. (Yr# 2)'. A red arrow points to the 'Post Sec. Educ. (Yr# 2)' tab. Below the tabs, the form title is 'Enter Post Secondary Education (Yr# 2) Follow Up Data'. A yellow note box states: 'Note: "Enter Post Secondary Education (Yr# 2)" follow-up data can only be entered starting 07/01/2013.' The form contains several input fields and checkboxes:

- Unable to Contact Participant after four attempts?: ☐
- Refused to Participate in survey?: ☐
- Did the Participant enroll in a college or vocational educational program?:
- Date Participant was contacted:
- If the Participant enrolled in a Postsecondary Program, please enter the school information:
- Date Participant was enrolled in a college or vocational educational program since completing their classes:
- School Name:
- Address1:
- Address2:
- City:
- State:
- Zip:
- Contact Name:
- Contact Phone:
- Alternate Contact Name:
- Alternate Contact Phone:

At the bottom, there are three buttons: 'Update', 'Reset Form', and 'Cancel'. A 'Prev Tab' link is visible in the bottom left corner.

Cohorts

Employment Cohorts are determined by:

- The Participant's **Labor Status** located on the **Entry Status** tab at Registration. If the Participant's registration continues into the next Program Year, this information should be updated yearly.

and/or

- The Participant has a positive Obtain Employment Follow Up

Cohorts

Employment Cohorts:

Obtain Employment Cohort – Determined by the **Labor Status** of *Unemployed* within the Participant's Registration screen. This should be updated yearly during registration.

The screenshot shows the 'Entry Status' tab of a registration form. The 'Labor Status' dropdown menu is open, showing three options: 'Employed', 'Unemployed', and 'Not in the Labor Force'. A red arrow points to the 'Unemployed' option, and a text box explains that selecting 'Unemployed' will automatically place the participant into the Obtain Employment Cohort.

Personal Demographic **Entry Status** Instr. Areas Credits/Tests Goals Funding Other

⇒ Highest Educational Level or Degree Attained: Grades 9-12 (no diploma) ▼

⇒ U.S. Based Education?: ☐ No ☒ Yes

⇒ Receiving Public Assistance: ☒ No ☐ Yes

Disabled: ☐ No ☐ Yes

⇒ Living in a Rural Area: ☒ No ☐ Yes

⇒ Low Income: ☒ No ☐ Yes

⇒ Displaced Homemaker: ☒ No ☐ Yes

⇒ Single Parent: ☒ No ☐ Yes

⇒ Dislocated Worker: ☒ No ☐ Yes

Learning Disabled: ☐ No ☐ Yes

⇒ Labor Status: ▼

Hourly Wage at Intake:

Registered By: SUE JOHNSON

Registration Provider: TEST PUBLIC SCHOOL SD (Code: 0000000000)

Update Reset Form Update and Enter Assessment Cancel

« Prev Tab Next Tab »

If the Participant indicates they are not employed and looking for work, selecting the **Unemployed** Labor Status will automatically place the Participant into the Obtain Employment Cohort.

Cohorts

Employment Cohorts:

Obtain Employment Cohort cont. – Once the Participant exits the program, the **Obtain Employment** tab displays in the Participant's Follow Up screen.

General **Obtain Employment**

Obtain Employment Follow Up Data

Unable to Contact Participant after four attempts?: ☐

Refused to Participate in survey?: ☐

Did the Participant get a job while attending classes or before 03/31/2013?:

Date Participant was contacted:

If the Participant got a new job, enter the employer information:

Date Participant got the job:

Employer Name:

Address1:

Address2:

City:

State:

Zip:

Contact Name:

Contact Phone:

Alternate Contact Name:

Alternate Contact Phone:

[Prev Tab](#)

Cohorts

Employment Cohorts:

Retain Employment Cohort – This Cohort can be determined by either the **Labor Status** at Registration or by the positive attainment from an Obtain Employment Follow Up.

- **Status at Entry** – Determined by the **Labor Status** of *Employed* at Registration.

*Note: If a Participant's registration continues across program years, the **Labor Status** should be updated yearly during registration*

OR

- **Status at Exit** – Determined by a positive attainment from an Obtain Employment Follow Up.

Cohorts

Employment Cohorts:

Retain Employment Cohort cont. – Status at Entry: Determined by the **Labor Status of Employed** at Registration. This should be updated yearly during registration.

Personal	Demographic	Entry Status	Instr. Areas	Credits/Tests	Goals	Funding	Other							
<p>⇒ Highest Educational Level or Degree Attained: Grades 9-12 (no diploma) ▼</p> <p>⇒ U.S. Based Education?: <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>⇒ Receiving Public Assistance: <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Disabled: <input type="radio"/> No <input type="radio"/> Yes</p> <p>⇒ Living in a Rural Area: <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>⇒ Low Income: <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>⇒ Displaced Homemaker: <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>⇒ Single Parent: <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>⇒ Dislocated Worker: <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Learning Disabled: <input type="radio"/> No <input type="radio"/> Yes</p> <p>⇒ Labor Status: ▼</p> <p>Hourly Wage at Intake:</p> <table border="1"><tr><td>Employed</td></tr><tr><td>Unemployed</td></tr><tr><td>Not in the Labor Force</td></tr></table> <p>If the Participant indicates they are employed, selecting the Employed Labor Status will automatically place the Participant into the Retain Employment Cohort.</p> <table border="1"><thead><tr><th>Registered By</th><th>Registration Provider</th></tr></thead><tbody><tr><td>SUE JOHNSON (JOHNSONS29)</td><td>JOHNSON AE (Code: JOHNSON2)</td></tr></tbody></table> <p>Update Reset Form Update and Enter Assessment Cancel</p> <p>« Prev Tab Next Tab »</p>								Employed	Unemployed	Not in the Labor Force	Registered By	Registration Provider	SUE JOHNSON (JOHNSONS29)	JOHNSON AE (Code: JOHNSON2)
Employed														
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Registered By	Registration Provider													
SUE JOHNSON (JOHNSONS29)	JOHNSON AE (Code: JOHNSON2)													

Cohorts

Employment Cohorts:

Retain Employment Cohort cont. – Once the Participant exits the program, the **Retain Employment** tab displays in the Participant's Follow Up screen.

General **Retain Employment**

Retain (or Improve) Employment Follow Up Data

Unable to Contact Participant after four attempts?: ☐

Refused to Participate in survey?: ☐

If the Participant had a job when starting their classes, were they still working between 01/01/2014 and 03/31/2014?:

Date Participant was contacted:

If the Participant retained or improved their job, enter the employer information:

Date Participant retained their job?:

Employer Name:

Address1:

Address2:

City:

State:

Zip:

Contact Name:

Contact Phone:

Alternate Contact Name:

Alternate Contact Phone:

Cohorts

Employment Cohorts:

Retain Employment Cohort cont. – Status at Exit: Determined by a positive attainment from an Obtain Employment Follow Up. If the Participant has a **Labor Status** of *Unemployed*, they have Program Exited and they have Obtained Employment, the Participant will automatically be placed in the Retain Employment Cohort.

Obtain Employment Follow Up Data

Unable to Contact Participant after four attempts ? ☐

Refused to Participate in survey ? ☐

Did the Participant get a job while attending classes or before 09/30/2013 ? Yes

Date Participant was contacted: 08/01/2013

If the Participant got a new job, enter the employer information:

Date Participant got the job: 07/15/2013

Employer Name: ABC Company

Address1: 555 Letter Rd

Address2:

City: Lansing

State: MI

Zip: 48913

Contact Name: Jay Supervisor

Contact Phone: 517-555-1111

Alternate Contact Name:

Alternate Contact Phone:

Click **Update** after completing the information above

[# Prev Tab](#)

Cohorts

Employment Cohorts:

Retain Employment Cohort cont. – Once the positive **Obtain Employment** tab is updated, the **Retain Employment** tab will display in the Participant's Follow Up screen. A message will display indicating when Follow Up should take place.

General **Obtain Employment** **Retain Employment**

Retain (or Improve) Employment Follow Up Data

Note: "Retain Employment/Current Job" follow-up data can only be entered starting 01/01/2014.

The "Follow Up Status" will remain 'In Progress' until all related follow up data has been entered.

Unable to Contact Participant after four attempts?: ☐

Refused to Participate in survey?: ☐

If the Participant had a job when starting their classes, were they still working between 01/01/2014 and 03/31/2014?:

Date Participant was contacted:

If the Participant retained or improved their job, enter the employer information:

Date Participant retained their job?:

Employer Name:

Address1:

Address2:

City:

State:

Zip:



Contact Name:

Contact Phone:

Alternate Contact Name:

Alternate Contact Phone:

« Prev Tab

Follow Up Cohort	Registration Status	Exit Status	Contact Dates	Data Entry Dates
Obtain GED	N/A	Took all required GED Tests	On or after the program exit date through October 25 th	After the program exit date through October 25 th
Obtain HSD	Credits/Tests Tab – Has 50% or more of their transferrable high school credits in the exit year	N/A	On or after the program exit date through October 25 th	After the program exit date through October 25 th
Enter Post Sec. Educ.	Entry Status Tab – Participant earned a GED/HSD prior to program entry OR 	Participant obtained their GED or HSD credential at program exit	On or after the program exit date through October 25 th	After the program exit date through October 25 th
Post Sec. Educ. (Yr#2)	N/A	If Enter Post Sec. Educ. was No or the Participant was unable to be contacted	July 1 st – June 30 th following the program exit year	July 1 st – October 25 th following the program exit year
Obtain Employment	Entry Status Tab – Unemployed Labor Status	N/A	First quarter after the program exit quarter (i.e. Program Exit date is March 1 st . The contact quarter would be April – June.)	The quarter following the contact quarter. (i.e. Contact quarter is April – June. Data entry must be completed July – September. <i>Note: If October falls into the data entry quarter, then data must be entered by October 25th.</i>)
Retain Employment	Entry Status Tab – Unemployed Labor Status AND 	With a positive Obtain Employment Follow Up result	Third quarter after the program exit quarter (i.e. Program Exit date is June 1 st . The contact quarter would be January – March.)	The quarter following the contact quarter (i.e. Contact quarter is January – March. Data entry must be completed April – June. <i>Note: If October falls into the data entry quarter, then data must be entered by October 25th.</i>)
Retain Employment	Entry Status Tab – Employed Labor Status	N/A	Third quarter after the program exit quarter (i.e. Program Exit date is June 1 st . The contact quarter would be January – March.)	The quarter following the contact quarter (i.e. Contact quarter is January – March. Data entry must be completed April – June. <i>Note: If October falls into the data entry quarter, then data must be entered by October 25th.</i>)

Follow Up



Follow Up

Follow Up Notes:

Follow Up



Follow Up Fun Facts:

- Follow Up can only take place once the Participant has exited the program
- A Participant must have a minimum of 12 instructional hours to qualify for Follow Up
- All exited Participants with a minimum of 12 instructional hours are subject to Follow Up, regardless of their area of instruction
- The Participant will automatically be placed in the designated Follow Up Cohorts based on the data entered into MAERS at Registration and/or at Program Exit
- Program Exits must be entered in a timely manner to avoid missing critical Follow Up contact dates
- USDOE requires a minimum response rate of 50% to be considered valid

Follow Up

The following errors could display when accessing Follow Up for a Participant –

- The Participant is still active in the program.

Error

- Entering Follow Up data for this Participant is allowed only after they have exited.

- ✓ If this Participant is still active, Follow Up is not yet required
- ✓ If this Participant is no longer active in the program, exit the Participant then return to complete the needed Follow Up information

- The Participant has under 12 hours of instruction

Error

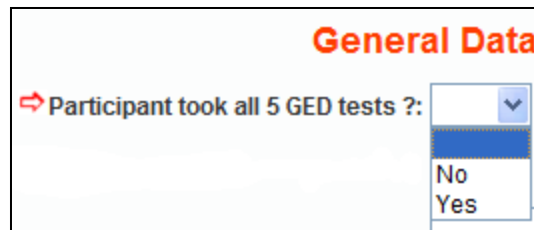
- Follow Up for this Participant is not required. The Participant has under 12 hours of instruction.

- ✓ If this Participant has less than 12 hours of instruction, Follow Up is not required
- ✓ If this Participant does have more than 12 hours of instruction, update their attendance as needed, then return to complete the needed Follow Up information

Follow Up

General Tab –

The **General** tab must be updated for every Participant who has exited with 12 or more instructional hours.



General Data

⇒ Participant took all 5 GED tests ?:

No
Yes

Why is this required? The NRS defines the applicable GED population as ‘***All learners who take the GED tests...***’

The only way to gather this information is to Follow Up with every Participant. If you are a GED testing center, you may have access to this information already.

Contact Dates: From date of exit through October 25th following the Program Year ending June 30th.

MAERS Data Entry Dates: From the date of exit through October 25th following the Program Year ending June 30th.

Follow Up



Obtain GED Tab –

- If **Yes** is answered on the **General** tab, then the **Obtain GED** tab displays.

Contact Dates: From date of exit through October 25th following the Program Year ending June 30th.

MAERS Data Entry Dates: From the date of exit through October 25th following the Program Year ending June 30th.

- If **No** is answered on the **General** tab, then the Obtain GED Follow Up is not required.

Follow Up



Obtain HSD Tab—

Follow Up is required on HSD if the Participant has 50% or more of their transferrable high school credits at registration on the **Credits/Tests** tab. If a Participant is in the HSD Instructional Area, the **Credits/Tests** tab should be updated yearly.

Contact Dates: From date of exit through October 25th following the Program Year ending June 30th.

MAERS Data Entry Dates: From the date of exit through October 25th following the Program Year ending June 30th.

Follow Up



Enter Post Sec. Educ. Tab –

Follow Up is required if the Participant earned a GED/HSD prior to program entry or if they obtained their GED/HSD credential while enrolled in the program.

- If **Yes** is selected –

Contact Dates: From date of exit through October 25th following the Program Year ending June 30th.

MAERS Data Entry Dates: From the date of exit through October 25th following the Program Year ending June 30th.

Follow Up



Post Sec. Educ. (Yr# 2) Tab –

- If *No* or *Unable to Contact* is selected on the Enter Post Sec. Educ. tab , then a second Follow Up on Postsecondary Education is required the next Program Year

Contact Dates: From July 1st through October 25th following the exiting Program Year ending June 30th.

MAERS Data Entry Dates: From July 1st through October 25th following the exiting Program Year ending June 30th.

Follow Up



Obtain Employment Tab –

Obtain Employment data is required if the **Labor Status** is *Unemployed* at Registration on the **Entry Status** tab.

Contact Dates: Contact within the first quarter after exit

MAERS Entry Dates: Anytime from the first quarter after exit through the end of the second quarter after exit

Note: If October falls into the data entry quarter, then data must be entered by October 25th

Follow Up



Retain Employment Tab –

Retain Employment data is required due to:

- A Participant having a **Labor Status** of *Unemployed* at Registration on the **Entry Status** tab **WITH** a positive Obtain Employment Follow Up outcome
- OR
- A Participant having a **Labor Status** of *Employed* at Registration on the **Entry Status** tab

Contact Dates: Contact within the third quarter after exit

MAERS Entry Dates: Anytime from the third quarter after exit through the end of the fourth quarter after exit

Note: If October falls into the data entry quarter, then data must be entered by October 25th

Follow Up Time Frames

Jul-Aug-Sept	Oct-Nov-Dec	Jan-Feb-Mar	Apr-May-Jun
Q1	Q2	Q3	Q4

Obtain GED/HSD

Contact any time after the exit date. Record data into MAERS no later than October 25th following the Program Year.

Postsecondary Education

Contact any time after the exit date. Record data into MAERS no later than October 25th following the Program Year.

Postsecondary Education (Year #2)

Contact any time beginning July 1st through June 30th in the Program Year following the exiting Program Year. Record data into MAERS no later than October 25th following that 2nd Program Year.

Obtain Employment

Contact the 1st quarter after the exit quarter. Record data into MAERS by the end of the 2nd quarter after exit. **Example:** Student exited Q3. Contact must be done in Q4 with data input no later than the last day of Q1 of the next Program Year.

Note: If the data entry falls into Q2, the data must be entered by October 25th

Retain/Improve Employment

Contact the 3rd quarter after the exit quarter. Record data into MAERS by end of the 4th quarter after exit. **Example:** Student exited Q3. Contact must be done in Q2 with data input no later than the last day of Q3 of the next Program Year.

Note: If the data entry falls into Q2, the data must be entered by October 25th

MAERS Development Team

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